

## **A. EXECUTIVE SUMMARY**

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In July 2002, Governor Bob Holden signed legislation creating a Fleet Management Program within the Office of Administration to improve fleet management practices within the State of Missouri. Section 37.450 RSMo. requires the State Fleet Manager to produce an annual report outlining the status of the state vehicle fleet and detailing recommendations for increased efficiencies in the management of the fleet. This first annual Fleet Management Report includes a report of progress made in 2002, the current state of the vehicle fleet and the goals for 2003. A history of prior fleet management initiatives is included for reference purposes as Appendix A.

The state's fleet management program is housed in the Office of Administration, Division of General Services. The program serves as a resource for state agencies, coordinates statewide fleet management activities, monitors agency compliance with the State Vehicle Policy, supports the state Fleet Information System and reports annually the status of the state vehicle fleet to the Governor and the General Assembly.

The State of Missouri operates its vehicle fleet in a fashion, requiring each agency to independently manage its vehicles in accordance with state statutes and the State Vehicle Policy. The Office of Administration develops policy with the assistance of the Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, which meets as needed to provide input into fleet management policy development.

In 2002, the Fleet Management Program accomplished a number of critical first steps necessary to build a solid foundation for future fleet management efforts. A statewide Fleet Information System is currently under development that will provide a means of tracking vehicle assignment, utilization and financial data essential for future fleet improvements. Agency compliance with the newly issued State Vehicle Policy was evaluated in 2002. Most agencies have reported they are in compliance with the policy and the majority of agencies that are not compliant in specific areas have indicated their intent to make appropriate changes to become fully compliant.

In 2003, the Fleet Management Program will strive to reduce the size of the state's passenger fleet by 10%, implement the Fleet Information System, and explore various fleet efficiency options.